

## ASSIGNMENT 4

Textbook Assignment: "Procurement"—continued, chapter 5, pages 5-25 through 5-32; "Receipt, Custody, and Storage," chapter 6, pages 6-1 through 6-15, "Inventory Management," chapter 7, pages 7-1 through 7-9.

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*Learning Objectives:* Indicate the various methods of purchase and the forms that should be used; identify the person(s) responsible for the establishment and operation of an imprest fund (continued from assignment 3).

4-1. Which of the following forms may be used as the request document to make purchases using the imprest fund?

1. NAVSUP Form 1155
2. NAVSUP Form 1250-1
3. DD Form 1348
4. Both 2 and 3 above

4-2. What type of receipt is used to advance imprest funds so a person may make a purchase?

1. Preliminary
2. Final
3. Interim
4. Advance

4-3. The signature of the vendor is required on the original invoice or Standard Form 1165 if a cash purchase exceeds what maximum amount?

1. \$12
2. \$13
3. \$14
4. \$15

4-4. Normally, how often should the imprest fund cashier balance records to ensure that the total amount of the fund is accounted for?

1. Daily
2. Weekly
3. Monthly
4. Quarterly

4-5. When are imprest fund cashiers required to account for the funds they have been authorized?

1. At any time
2. Daily
3. Weekly
4. Monthly

4-6. You are the imprest fund cashier. If you make disbursements, you must prepare a reimbursement voucher at least how often?

1. Daily
2. Weekly
3. Monthly
4. Quarterly

4-7. Which of the following accounting data is a required entry in the "Cost Code" column of the "accounting classification" section of the STD Form 1129?

1. Fund code
2. Obligation document number
3. Unit identification code
4. Standard delivery date

4-8. The "paid" copies of each STD Form 1129 must be tilled and retained for what minimum period of time?

1. 1 year
2. 2 years
3. 6 months
4. Until the next quarterly inspection

4-9. Indefinite delivery type contracts are usually made for the receipt of which of the following types of supplies and/or services?

1. Rubber stamps only
2. Laundry and dry cleaning services only
3. Fuel/lubricating oils only
4. Rubber stamps, laundry/dry cleaning services, and fuel/lubricating oils

4-10. What form is used to obtain supplies and services such as fuel and lubricating oils and laundry service under indefinite delivery contracts?

1. DD Form 1149
2. DD Form 1155
3. STD Form 44
4. STD Form 1129

4-11. A blanket purchase agreement (BPA) is negotiated and prepared by which of the following individuals or organizations?

1. Ship's supply officer
2. Imprest fund cashier
3. Type commander
4. Supporting supply activity ashore

4-12. Under the fast payment purchase procedures, consignee's should notify the purchasing activity of non-receipt of supplies due within how many days after the specified delivery date?

1. 7 days
2. 14 days
3. 30 days
4. 60 days

4-13. A BPA is an arrangement established with a vendor to furnish designated categories of material for an indefinite period of time?

1. True
2. False

4-14. The BPA fast payment procedure is designed to accomplish which of the following improvements?

1. Eliminate the time required for inspection of the material before delivery aboard ship only
2. Eliminate the expense incurred for inspection and acceptance of the material only
3. Permit payment to the supplier when the material is shipped only
4. Permit payment when material is shipped, eliminate inspection and acceptance expense incurred, and time required for inspection before material is shipped

*Learning Objective;* Specify the procedures that should be followed by the Storekeeper responsible for the receipt, identification, inspection, and disposition of incoming stores.

4-15. Although the procedures used to receive stores, stow materials, and process receipt documents may vary from ship to ship, the procedures used must meet the requirements set forth in which of the following publications?

1. Naval Ships' Technical Manual
2. NAVSUP P-485
3. NAVCOMPT Manual
4. Consolidated Hazardous Item List

4-16. The supply department would NOT be responsible for processing the receipt papers for which of the following items?

1. .45 caliber pistol
2. Spring for a 3"/50 gun
3. Case of .22 caliber practice ammunition
4. Canteen for the landing force

4-17. Which of the following actions should be taken regarding receipts?

1. Date the document upon receipt
2. Circle the quantity accepted
3. Sign the document to indicate receipt
4. All of the above

A. DD Form 250
B. DD Form 1348
C. DD Form 1348-1
D. Dummy Invoice

Figure-4A.-Documentation

IN ANSWERING QUESTIONS 4-18 THROUGH 4-22, SELECT FROM FIGURE 4A THE DOCUMENTATION USED FOR THE MATERIAL LISTED AS THE QUESTION.

4-18. Material ordered from another ship.

1. A
2. B
3. C
4. D

4-19. Material from supply activities ashore.

1. A
2. B
3. C
4. D

4-20. Material from a contractor ordered by an inventory manager initiated contract.

1. A
2. B
3. C
4. D

- 4-21. Material received without papers.
1. A
  2. B
  3. C
  4. D
- 4-22. Material received "directed delivery" aboard ship.
1. A
  2. B
  3. C
  4. D
- 4-23. Supplies delivered to a ship by the supplying activity or vendor are classified as which of the following types of receipt/delivery?
1. Mail/parcel post
  2. Direct deliveries
  3. Consignments
  4. Freight
- 4-24. When you receive large quantities of stores at one time, you should stack them on the pier or deck until you have completed which of the following actions?
1. Preliminary identification and package counts are made
  2. Paperwork has been signed
  3. Supply officer inspects material
  4. Quality inspection is completed
- 4-25. In which of the following receipt transactions would the preliminary inspection/count procedure NOT normally be conducted?
1. Delivery by a local vendor
  2. Receipts from other supply officers
  3. Underway replenishment
  4. Material received directly from the ship's post office
- 4-26. Deliveries of purchased supplies are considered complete at what point?
1. When the supplies are delivered on the pier
  2. When the supplies are delivered within reach of the ship's cargo boom
  3. When the supplies have been delivered to the place designated and a signed receipt has been given
  4. When the supplies have been turned over to a ship's representative
- 4-27. When you receive stores from another naval activity, what type of inspection, if any, is required?
1. A spot check to determine if the items meet the contract specifications
  2. A through inspection of all items to determine if they meet the contract specifications
  3. An inspection to determine if the items are damaged or broken
  4. None
- 4-28. When used to refer to a person possessing Navy-owned material, the term "custody" implies that the person is responsible for the proper care, stowage, use, and records concerning that material.
1. True
  2. False
- 4-29. The actual physical custody of supplies aboard ship is the responsibility of which of the following persons?
1. Commanding officer
  2. Supply officer only
  3. Appropriate department head only
  4. Supply officer or appropriate department head
- Learning Objectives:* Recognize the factors that should be considered in stowing material; recognize procedures that should be followed in stowing special items such as alcohol, acid, bar and sheet steel, lumber and paints.
- 4-30. Material custodians should always ensure that all items in stowage are legibly marked with which of the following information?
1. Shelf-life code
  2. Noun name
  3. Identification number
  4. Stowage location
- 4-31. The cognizant inventory manager establishes the degree of preservation-packaging and packing deemed necessary to protect the material from deterioration and damage during which of the following material operations?
1. Shipment
  2. Handling
  3. Stowage
  4. Each of the above

4-32. What individual should supervise the relocation of material in stowage?

1. Storeroom Storekeeper
2. Leading storeroom Storekeeper
3. Store's officer
4. Supply officer

4-33. Which of the following types of storerooms is/are normally used to stow case lots of frequently demanded items?

1. Main issue storerooms
2. Bulk storerooms
3. Repair parts storerooms
4. Each of the above

4-34. Which of the following items should be located (stowed) in a readily accessible area to facilitate periodic screening?

1. SIM
2. Shelf-life
3. Hazardous
4. Heavy bulk

4-35. The shipboard flammable liquids storeroom should be located in what part of the ship?

1. Either end of the ship above the full load waterline
2. Either end of the ship, below the full load waterline
3. At the mid-section of the ship above the full load waterline
4. At the mid-section of the ship below the full load waterline

4-36. You are stowing gas cylinders that have been pressurized to 2,200 PSI. If the valve of one of the compressed gas cylinders should be snapped off, what distance (in free flight) would the cylinder travel, if at all?

1. Approximately 2 feet
2. Approximately 2,200 feet
3. Approximately 2,600 feet
4. None

4-37. Acetylene will explode upon contact with which of the following substances?

1. Chlorine only
2. Copper only
3. Mercury and chlorine only
4. Chlorine, copper, and mercury

4-38. Aerosol cylinders will burst if exposed to a heat source in excess of what specific temperature?

1. 100F
2. 120 F
3. 140 F
4. 160 F

4-39. Items that are both radioactive and magnetic are identified in the ML-N by what SMCC?

1. W
2. X
3. Y
4. Z

4-40. What shelf-life code is assigned to items that may not have their shelf life extended?

1. Type I code (numeric)
2. Type I codes (alpha)
3. Type II codes (numeric)
4. Type II codes (alpha)

*Learning Objective:* Recognize the general security rules that apply to all supply department spaces.

4-41. How often should you take action to keep your assigned storerooms in a clean and orderly condition?

1. Quarterly
2. Monthly
3. Weekly
4. Daily

4-42. Fire fighting equipment, electrical fixtures, and ventilation systems that are located in storage spaces should be checked at least how often?

1. Daily
2. Weekly
3. Monthly
4. Quarterly

4-43. The supply officer or duty supply officer should make a security report of the storerooms at what interval(s)?

1. Twice a day
2. Daily
3. Weekly
4. At irregular intervals

*Learning Objective:* Identify group spaces of the supply department for the purpose of key administration.

4-44. Key padlocks to supply spaces should be what size?

1. 1 inch
2. 2 inches
3. 1-1/2 inches
4. 2-1/2 inches

4-45. Keys for group I spaces should be handled in what manner at the close of the working day?

1. They should be placed in the general key locker in the supply office
2. They should be turned over to a watch captain
3. They should be retained by the member in charge of each space
4. They should be put in a glass-front key locker

4-46. The duplicate master key for all spaces of group I should be kept by what officer?

1. Supply officer
2. Stores officer
3. Mess officer
4. Ship's store officer

4-47. A clothing space belongs to what space group'?

1. Group I
2. Group II
3. Group III
4. Group IV

4-48. A master key is NOT provided for spaces of what groups?

1. I
2. II
3. III
4. IV

4-49. Security must be maintained for group III spaces in which of the following ways?

1. When entering a group III space, the ship's store officer must be accompanied by two witnesses
2. The recorded lock combination and "setting-in key" must be sealed in an opaque envelope, which is signed across the flap by the custodian and kept in the ship's store officer safe
3. The custodian must not disclose the combination of the lock to anyone
4. Each of the above

4-50. Which of the following personnel keeps a master key (original) to all locks in group IV spaces?

1. Chief Storekeeper or leading Storekeeper
2. Chief master-at-arms
3. Supply officer or a designated assistant
4. OOD or the petty officer of the watch

4-51. The supply officer is required to maintain custody of a grand master key which will pass locks in all EXCEPT which of the following groups?

1. I
2. II
3. III
4. IV

*Learning Objective:* Specify the preparations that should be made and the procedures that should be followed when conducting inventories.

4-52. As a stock records Storekeeper, you should request a spot inventory under which of the following circumstances?

1. An issue document is checked "NIS" and the stock record shows an on-hand balance
2. A requisition status card indicates a unit of issue change from EA to PG
3. An issue document shows 24 EA remaining and the stock record card balance after posting the issue is 6
4. A particular item is a fast mover

4-53. Preparation for an inventory includes all EXCEPT which of the following actions?

1. Disposing of all opened containers or cartons
2. Repacking loose items in standard packs when possible
3. Posting all receipt and issue documents to stock record cards
4. Restowing stock where necessary to facilitate identification

- |  |
|--|
| <ul style="list-style-type: none"> <li>A. Bulkhead to bulkhead</li> <li>B. Specific commodity</li> <li>C. Special material</li> <li>D. Velocity</li> </ul> |
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Figure 4B.-Types of inventory

IN ANSWERING QUESTIONS 4-54 THROUGH 4-57, SELECT THE TYPE OF INVENTORY FROM FIGURE 4B THAT IS USED FOR THE ONE DESCRIBED AS THE QUESTION.

4-54. An inventory of all pipe fittings.

- 1. A
- 2. B
- 3. C
- 4. D

4-55. An inventory of all fast movers.

- 1. A
- 2. B
- 3. C
- 4. D

4-56. An inventory of all items in a storeroom.

- 1. A
- 2. B
- 3. C
- 4. D

4-57. An inventory of all storeroom items listed in the HMIS.

- 1. A
- 2. B
- 3. C
- 4. D

4-58. From the statements below, select the one that best describes the purpose of an inventory.

- 1. To dispose of obsolete stock
- 2. To rearrange the stowage plan
- 3. To bring stock and stock records into agreement
- 4. To consolidate all multiple locations

4-59. To record inventories of non-SIM items the storeroom Storekeepers may use all except which of the following documents as inventory count documents?

- 1. EAM cards
- 2. NAVSUP Form 1114
- 3. NAVSUP Form 1075
- 4. Prepared stock listings

4-60. When it becomes necessary to open a sealed container to verify its contents, the container should be left open to make future issues easier.

- 1. True
- 2. False

4-61. Before count documents are matched with stock record cards, they should be reviewed to ensure that all except which of the following checks have been made?

- 1. Entries are legible
- 2. items scheduled for inventory show the present quantity in stock
- 3. Count documents are dated and initialed
- 4. Incorrect prerecorded locations have been deleted

4-62. Promptly upon the completion of the physical inventory, the count documents for stock repair parts being inventoried must be reviewed by which of the following members of the ship's company?

- 1. Inventory personnel
- 2. Supply officer only
- 3. Engineering officer only
- 4. Supply officers and engineering officer

4-63. After the review of the count documents is finished, which of the following actions should be the next step in the inventory process?

- 1. Applicable count documents should be dated and initialed
- 2. The inventory physical count should be completed
- 3. Inventory count documents should be reconciled with the stock records
- 4. Reverify the location of each item

*Learning Objectives:* Identify the inventory control procedures and reporting requirements for controlled equipment.

- 4-64. Controlled equipment consists of shipboard items selected or approved by which of the following officials?
1. Fleet supply officers
  2. Chief of Naval Material
  3. Fleet commanders in chief
  4. Chief of Naval operations
- 4-65. If the commanding officer does not consider the "CEIL" to be sufficiently inclusive, which of the following actions can be taken?
1. Designate additional equipment as required "controlled equipment"
  2. Designate as additional controlled equipment only those items that will also be designated as "signature required"
  3. Designate as additional controlled equipment only those items that will also be designated as "nonsignature required"
  4. Forward a request to the type commander requesting that additional items be added to the "CEIL"
- 4-66. The Controlled Equipment Custody Record also serves as which of the following other types of records?
1. Expenditure
  2. Maintenance
  3. Inventory control
  4. Consumption
- 4-67. What total number of copies of a Controlled Equipment Custody Record should be prepared when only one department has responsibility for the item indicated?
1. An original only
  2. An original and one copy
  3. An original and two copies
  4. An original and three copies
- 4-68. The original Controlled Equipment Custody Record must be retained by which of the following individuals?
1. Storeroom Storekeeper
  2. Supply officer
  3. Equipment custodian
  4. Commanding officer
- 4-69. Each new balance on a "signature required" controlled equipment custody record must be attested to by the signature of which of the following individuals?
1. Commanding officer only
  2. Supply officer only
  3. Commanding officer and supply officer
  4. Responsible head of the department
- 4-70. An inventory of all controlled equipment is taken annually during what specific time period?
1. 15 February- 15 March
  2. 15 June - 15 July
  3. 15 September - 15 October
  4. 15 December - 15 January
- 4-71. Normally, an inventory of the controlled equipment in the custody of the supply department should be made under which of the following circumstances?
1. The supply officer is being relieved
  2. The stores officer is being relieved
  3. The ship is scheduled for deployment
  4. The ship is undergoing shipyard overhaul
- 4-72. Responsibility for conducting the annual inventory of controlled equipment rests with which of the following individuals?
1. The supply officer
  2. All heads of departments
  3. The controlled equipment Storekeeper
  4. A officer designated by the commanding officer
- 4-73. During inventory, controlled equipment is discovered to be missing. Which of the following actions must the inventory officer take first?
1. Prepare a letter of explanation
  2. Reduce the allowance on the officer's copy of the NAVSUP 306
  3. Conduct a recount and/or investigative research
  4. Procure a replacement item
- 4-74. A type commander's deficiency/excess program provides for management of controlled equipment assets in which of the following ways?
1. Affords ready visibility of deficiencies and excesses only
  2. Matches deficiencies to excesses only
  3. Facilitates redistribution and affords ready visibility of excesses only
  4. Affords ready visibility, matches deficiencies and excess, and facilitates redistribution